

3 FAH-1 H-3320 OFFICERS EXEMPTED FROM LEAVE ACT

(CT:POH-106; 03-24-2005)
(Office of Origin: HR/ER/EP)

3 FAH-1 H-3321 ABSENCE OF CHIEF OF MISSION

(CT:POH-106; 03-24-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service Employees only)

For purpose of this chapter, the term "leave" *refers to the* absence of chief of mission *from his or her* posts under the provisions of 3 FAM 3323.1 and 3 FAM 3323.2.

3 FAH-1 H-3322 REQUESTS FOR AUTHORIZATION TO VISIT UNITED STATES

(CT:POH-106; 03-24-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service Employees only)

Requests required under 3 FAM 3323.1 must ordinarily be submitted so that they are received in headquarters *within* a minimum of five calendar days before the anticipated departure date. Requests are submitted as follows:

- **STATE:** By operations cable, subject: Personnel — Absence of Chief of Mission. One copy marked for the appropriate regional bureau
- **USAID:** To the respective bureau. Each request will contain anticipated dates of departure and return, name of the officer who will assume charge of the mission (see 2 FAM 160 and ADS 480) and address(es) where the exempt officer may be reached in an emergency. (The request submitted under this provision is in lieu of the notification required under 2 FAM 164.4-3)
- **Commerce:** Pursuant to Department of State procedures

3 FAH-1 H-3323 REPORT OF ABSENCE OF CHIEF OF MISSION

(CT:POH-106; 03-24-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees only)

All periods of absence of the chief of mission from country (countries) of assignment, including all absences under orders, absence for military training purposes, or court leave, *shall* be reported to the Department by operations cable, subject Personnel — Absence of Chief of Mission, immediately upon return to the post. The report *shall* include the following information:

- (1) Name of chief of mission;
- (2) Dates of departure from and return to country (countries) of assignment;
- (3) Country (countries) visited during absence;
- (4) Purpose of trip (official, personal, or combination of both);
- (5) Whether or not travel was *at* Government expense;
- (6) Inclusive dates of any periods used for vacation during absence; and
- (7) Inclusive dates of any period of illness or disability during each absence.

3 FAH-1 H-3324 ADDITIONAL DATA AFTER VISITS TO UNITED STATES

(CT:POH-106; 03-24-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees only)

In addition to the data required under section 3 FAH-1 H-3323, the following data is required whenever an absence of the chief of mission involves time sent in the United States:

- (1) Date of arrival in the United States;
- (2) Destination in the United States;

- (3) Date of departure from the United States; and
- (4) If travel was at Government expense, inclusive dates of travel to and from destination.

3 FAH-1 H-3325 THROUGH H-3329 UNASSIGNED